



# Residential Plan Review Check Sheet for Manufactured Homes and Industrialized Buildings

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**The following items must be included with all residential permit applications at the time of submittal.  
The application will not be reviewed if all items have not been included:**

- ☐ Completed Permit application with all required information including contractor, owner, description of work, including size, manufacturer and model of home, location of work, building information, value of work, and utility services.
- ☐ Completed E & S agreement.
- ☐ Two copies of the construction drawings.\*
- ☐ Three copies of site plan showing improvements and dimensions from lot lines.
- ☐ Two copies of the soil report. The soil report must indicate the shrink-swell potential and the bearing capacity of the soils.
- ☐ If on public water and sewer, provide JCSA paid/waiver receipt, and if on well and septic provide a copy of the Health Department Report.
- ☐ The home is HUD approved (for homes manufactured in 1976 or later). This is a Manufactured home per Virginia Manufactured Safety Regulations (MHSR) 2006 Edition.
- ☐ The home has a Virginia State Seal registration label issued by D.H.C.D. This is an industrialized building per the Virginia Industrialized Safety Regulations (IBSR) 2006 Edition.
- ☐ The home is an unregistered building with neither a Va. state seal nor a HUD label.

**\*The construction drawings should include:**

- ☐ Manufacturer's installation instructions. Foundation requirements such as number and type of piers, pier spacing, maximum height of piers, footing depth and anchorage requirements must be clearly identified for the size and model home to be installed.
- ☐ Structural connection requirements for double-wide modules must be clearly identified.
- ☐ Foundation design sealed by a Professional Engineer or Registered Architect if home is to be located on a site where shrink-swell soils exist.
- ☐ Structures located in areas of Wind Exposure Class C or D require a design sealed by a Professional Engineer or Registered Architect.
- ☐ Type of fireplace shall be clearly noted.
- ☐ All elevation and plan options, and details not pertaining to actual proposed construction shall be clearly marked out.

If you require clarification on any of these items, please contact the JCC Plans Examiner. All items above have been included with the submitted permit application. All permit fees shall be paid for at the time of permit issuance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date